



# Office of the City Clerk

Weekly Report – for Week Ending June 27, 2014

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## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**LAUSD Special Election** - The Systems Division is making arrangements with the ballot tabulation system and card reader vendors for maintenance and support for the LAUSD election.

**City Elections** - The Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 159 applicants.

**City Elections** - Staff has negotiated an amendment to the contract with United Business Mail. The amended contract was submitted to the City Administrative Office (CAO) for review.

**Neighborhood Council Elections** - Staff compiled all election supplies for the Neighborhood Councils to pick up from the Election Division. Neighborhood Councils have six months from the election certification date to pick up their supplies. Any supplies not picked up after the six months will be destroyed. To date, four Neighborhood Councils picked up their supplies and four Neighborhood Councils have scheduled a time for pick up.

**Election Poll Place Recruiting Application** - The Systems Division has deployed the new portable tablet computers and recruiting application for use by the Elections field staff.

**Records Off-Site Storage Request for Proposal (RFP)** - The updated RFP has been released for off-site records storage. Responses are required by August 21<sup>st</sup>.

**Microfilm Conversion of Council Minutes** - An additional 28 reels were converted to digital format in the past week. This brings the total number of reels completed to 211. Our target for fiscal year 2013/2014 is 213 rolls. We are 99% complete with our annual goal and 25% complete with the total project. This is on the Mayor's Metrics.

**Neighborhood and Business Improvement Districts** - Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. The Hollywood Entertainment District's Annual Planning Report and Wilmington's merchant-based Annual Report were submitted for Council consideration.

The Accounts Receivable/Billing unit is processing returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

A meeting was held with the City Attorney on June 23, 2014 to review the business improvement district renewals. A follow-up meeting is scheduled for June 27, 2014.

On June 26, 2014, a meeting is planned with the BID proponents for the proposed Echo Park Business Improvement District.

**Fiscal** - Staff completed year-end financial transactions in FMS, commenced working on the year-end reversion worksheet, posted the Records Storage RFP on the BAVN System, and attended a meeting with the CLA, City Attorney and LAPD regarding a new Hit and Run Reward Program.

**AB1290/Council** - Staff executed 4 contracts for AB1290 Funds, processed 6 payment requests, and closed out 2 contracts, as well as, reconciled all Council expense accounts through May and completed the Annual Inventory as required by the Controller.

**General City Purposes** - Staff received 1 allocation request, executed 7 GCP contracts and reconciled all 15 Council District Community Services accounts.

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## TOP ITEMS

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- **Off-Site Records Storage RFP released**
  - **2015 Municipal Election recruitment for as needed employees has started**
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**Personnel** - Staff coordinated with the City Controller and CAO regarding implementation of the 15-step salary process in the PAYSR payroll system for non-represented employees that would enable the Council and Mayor to maintain discretionary salary adjustments.

## ISSUES

**Automated Agenda Management System** - The test environment is experiencing problems. The vendor is troubleshooting. This has placed a hold on testing a potential replacement for the City Council Voting System. The production environment is operating without issues and there is no impact to generating City Council and Committee agendas.

## UPCOMING . . . .

**Records Off-Site Storage Request for Proposal (RFP)** - A mandatory pre-proposal meeting will be conducted on July 23<sup>rd</sup> for all interested respondents to the RFP.

**City Elections** - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 is scheduled for Tuesday, August 12, 2014.

**Council in Recess** - The City Council will be in recess from Thursday July 3, 2014 through July 28, 2014. The first resuming Council Meeting is on Tuesday July 29, 2014.